



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 27.17**

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### **Subject: Security Logs at Youth Development Centers**

**Supersedes:** DCS 27.17, 07/01/98

**Local Policy:** No

**Local Procedures:** Yes

**Training Required:** No

**Applicable Practice Model Standard(s):** Yes

**Approved by:**

A handwritten signature in cursive script, reading "Paula P. Miller", is positioned to the right of the "Approved by:" label.

**Effective date:** 07/01/98

**Revision date:** 04/01/05

### **Application**

To All Youth Development Center Superintendents, Children's Services Managers, and Security Employees

**Authority:** TCA 37-5-106

### **Policy**

Each youth development center shall maintain permanent security logs and shift reports to ensure the reporting of routine information, emergency situations and unusual incidents regarding individual youth and groups of youth for the general security interests of the facility.

### **Procedures**

#### **A. Written local procedures**

Each superintendent must designate, in writing, those locations where a security log must be maintained and will establish in a local procedure the minimum contents of each log.

#### **B. Logs**

##### **1. Legible entries**

All entries in security logs must be written legibly in ink. Corrections must be made by drawing a single line through the error and must be initialed by the staff member making the correction.

**2. Accurate and complete documentation**

Any staff member who knowingly, or purposely makes a false entry, alters an entry (other than for correction of errors in accordance with this policy), and/or removes or destroys any page or portion thereof in any security log violates this policy and may be subject to disciplinary action.

**C. Monitoring of logs** The superintendent must ensure that procedures are established for monitoring and proper maintenance of security logs.

**D. Shift reports****1. Daily records**

Staff must record daily in their shift reports pertinent information, emergency situations, and unusual incidents.

**2. Review**

The supervisor, during daily inspection, must review shift reports, and take appropriate corrective action if necessary and include pertinent information in the daily written report.

**3.** The children's services manager of security or designee will review daily written reports.

**Forms**

None

**Collateral Documents**

None

**Standards**

ACA 3-JTS-3A-09

DCS Practice Model Standard – 2-400

DCS Practice Model Standard – 2-401

DCS Practice Model Standard – 2-402

DCS Practice Model Standard – 2-403

DCS Practice Model Standard – 2-404

DCS Practice Model Standard – 2-405